

Authorization No.:  
Position No.:  
Pay Grade:  
Date:

## **ISLAND COUNTY** **SUMMARY JOB DESCRIPTION**

**POSITION: WORKING FOREMAN, PUBLIC WORKS**

**POSITION NUMBER: 11125222**

**CURRENT EMPLOYEE:**

**ANNUAL HOURS WORKED: 2080**

### **1.0 MAJOR FUNCTION AND PURPOSE**

1.1 Employee in this position is responsible for assisting the Road Shop Supervisor and in his/her absence assume the supervisor's responsibilities and to assign, organize, direct, participate, and coordinate all phases of road maintenance and repair activity within the assigned geographic area of the County.

### **2.0 SUPERVISION RECEIVED**

2.1 Direct supervision is received from the Road Shop Supervisor and on occasion from the Road Superintendent, Director of Public Works/County Engineer and Assistant County Engineer. This position is given significant discretion within the policy and scope of the position.

### **3.0 SUPERVISION EXERCISED**

3.1 Employee in this position provides daily supervision of Operators, Truck Drivers, Laborers, and temporary/seasonal positions.

### **4.0 SPECIFIC DUTIES AND RESPONSIBILITIES**

4.1 Assist Road Shop Supervisor on jobs, as assigned, to organize, direct, participate and coordinate all phases of road maintenance and repair.

4.2 Supervise and participate in the maintenance and repair activities related to roadway surfaces, shoulders, drainage ditches and rights-of-ways.

4.3 Responsible for assigning tasks to each respective crew member, insure all tools, materials, and equipment are delivered to job site. Keep track of equipment repairs, services and track time on equipment and employees.

4.4 Responsible for insuring proper safety measures are observed and insure paperwork is completed in the proper manner and filed daily.

4.5 Perform other tasks as directed.

**5.0 DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

5.1 Ability to interpret blueprints, plans and specifications and have basic knowledge of the basic engineering principles and practices of road maintenance operations.

5.2 Ability to establish and maintain effective working relationships with superiors, subordinates and the general public.

5.3 Ability to understand and execute oral and written instructions.

5.4 Ability to effectively communicate with other employees and the general public and to remain calm in stressful situations.

5.5 Ability to calculate material amounts.

5.6 General knowledge of construction equipment.

**6.0 EDUCATION, EXPERIENCE AND CERTIFICATES**

6.1 Valid Washington State Drivers License/CDL.

6.2 Valid Washington State Flaggers Certificate.

6.3 Valid Washington State Pesticide License is desirable.

6.4 Background in construction and maintenance of roadways is desirable.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND EMPLOYEE, AND IS SUBJECT TO CHANGE AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.**

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DATE

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DEPARTMENT HEAD

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DATE

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EMPLOYEE